

**MATERIALS
HANDLER
(FORK LIFT
OPERATOR)
WG-6907-06**

DISTRIBUTION

I. POSITION AND ORGANIZATION INFORMATION**Position:**

Materials Handler (Fork Lift Operator), WG-6907-06

Purpose of position:

The primary purpose of this job is to perform the full range of warehousing duties with responsibility of handling or overseeing one or more product lines, a segment of a large warehouse, or serve as the senior employee in a smaller warehouse.

Organization:

Facilities Management & Airfield Support

Organization goals:**II. MAJOR DUTIES****A. Duty (Critical):**

Responsible for organizing and coordinating an effective receiving operation. Independently performs a complete range of receiving assignments. Verifies quantities received with receiving reports and takes appropriate action. Groups items together based on receiving voucher information and segregates items according to such factors as condition and type of transaction. Unloads incoming shipments, scans bar codes, or keys receipt information into automated record system. Builds pallet loads to facilitate storage and transports materials to storage area. (14%)

Tasks:

1. Annotates and signs receiving and other control documents, verifying items listed match items received.
2. Ensures appropriate authority is advised of materials having serious discrepancies.
3. Ensures that shipments are unloaded in proper sequence and that items are placed in appropriate area for checking.

Selected Staffing KSAs:

A1, A2, A3, A4, A5, A6, A7, A8, A9

B. Duty (Critical):

Responsible for organizing and coordinating an effective storage operation. Provides for the care of supplies in storage (COSIS) applying preservation techniques to protect from deterioration or damage. Independently performs a complete range of storage, re-warehousing, and consolidation assignments such as placing, arranging, rotating, marking, and tagging of items on pallets and in bin, bulk, or other storage locations. Uses an automated system to select storage locations of items being shipped or received or to inquire on status of items. Lays out storage space and establishes item and material locations providing for maximum space utilization. Performs comprehensive quality

reviews of the full spectrum of warehousing functions. (14%)

Tasks:

1. Matches, checks, and compares data on storage instruments with materials to be stored against materials already in storage locations.
2. Makes appropriate determinations on how to organize, consolidate, and arrange items in compliance with overall warehousing plans.
3. Rotates stock in accordance with established schedule ensuring gross aging of items is kept to a minimum.

Selected Staffing KSAs:

A1, A2, A3, A4, A5, A6, A7, A8, A9

C. Duty (Critical):

Performs tasks involved in issuing and shipping items. Selects and assembles items for issuance/shipment based on priority, type of material, mode of transportation, destination, and type of transaction. Segregates and moves material to holding area or dock and verifies item identification on request forms. Obtains required signatures on appropriate paperwork before shipping/issuing items. (14%)

Tasks:

1. Matches, checks, and compares data on selection instruments against materials to be issued or shipped.
2. Ensures orders are filled promptly by completing tasks within established time frames.
3. Meets schedules and priorities, accuracy in issuing/shipping stock, and providing efficient customer service.

Selected Staffing KSAs:

A1, A2, A3, A4, A5, A6, A7, A8, A9

D. Duty (Critical):

Assists in accomplishing inventories by counting items and properly completing tally listings and other inventory documents. Inventories items which may include the use of formal, informal, item-by-item, or group inventory methods and using manual or automated inventory systems. (14%)

Tasks:

1. Completes assigned inventory tasks within established time limits.
2. Determines the basis for overages, shortages, or misplaced items.

Selected Staffing KSAs:

A1, A3, A4, A5, A6, A7

E. Duty (Critical):

Operates fork lift trucks and automated material handling and identification equipment to include mobile stock selectors and electromechanical automated

equipment such as high rise automated storage and retrieval vehicles, to move, stack and unstack, load and unload, bin, and position material. Maneuvers fork lift in confined places over wood, concrete, or similar type floors. (14%)

Tasks:

1. Complies with operating and safety requirements to prevent damage to government property or injury to others.
2. Utilizes automated equipment to facilitate the various phases of receiving, storing, and retrieving of items.
3. Loads and unloads cargo, ensuring proper arrangement and weight distribution, to prevent shifting and damage due to movement or falling items.

Selected Staffing KSAs:

A1, A2, A3, A6, A7, A8, A9

F. Duty (Critical):

Performs material handling duties, including the use of tools and other equipment, in a safe manner, utilizing safety practices and procedures, and complying with established safety rules and regulations. Safeguards material, items, and equipment, remaining alert and challenging unauthorized personnel. Performs clean-up duties such as cleaning and dusting bins, cutting off box tops, sweeping, straightening, and lining up property in the assigned area. Uses and assures proper fit of required safety equipment and clothing. (14%)

Tasks:

1. Operates equipment in a safe manner, applying established safety rules and regulations to minimize minor violations and to avoid major violations due to employee error or negligence.
2. Adheres to safety and security procedures and regulations and promptly reports any observed or identified violations in accordance with established guidelines.
3. Maintains work area in a clean and orderly manner.

Selected Staffing KSAs:

A1, A2, A3, A4, A5, A6, A7, A8, A9

G. Duty (Critical):

Maintains records and documents actions. Uses computer terminals, optical readers, bar code wands, scanners, etc. to input nomenclature and description of changes. Enters or retrieves data via a computer terminal into or from an automated warehouse record system. Processes material received without documentation by obtaining and inputting required information into automated system. (16%)

Tasks:

1. Prepares accurate, complete, and up-to-date records of actions taken and assures documentation is properly signed and coordinated in a timely manner.

2. Maintains integrity and accuracy of data base information through accurate input and efficient operation of automated equipment.

Selected Staffing KSAs:

A1, A4, A5

III. KNOWLEDGES, SKILLS AND ABILITIES (KSAs)

A. Selected Staffing KSAs:

1. Knowledge of accepted warehousing methods, procedures, and material handling techniques.
2. Knowledge of warehousing functions such as material receiving, storage, issuing, and preservation.
3. Knowledge of warehouse configurations, storage requirements for particular commodities, and storage documentation requirements.
4. Knowledge of inventory procedures and ability to prepare inventory and production reports.
5. Knowledge of regulations, procedures, and policies related to records maintenance and documentation and ability to screen shipping and receiving documents for discrepancies.
6. Knowledge of safety regulations, practices, and procedures.
7. Skill in the use of automated material processing equipment and systems to include fork lifts.
8. Ability to interpret and apply instructions pertaining to material handling.
9. Ability to maintain tools, equipment, and work area in a neat, clean, and orderly manner.

B. Basic Training Competencies:

1. Knowledge of accepted warehousing methods, procedures, and material handling techniques.
2. Knowledge of warehousing functions such as material receiving, storage, issuing, and preservation.
3. Knowledge of warehouse configurations, storage requirements for particular commodities, and storage documentation requirements.
4. Knowledge of inventory procedures and ability to prepare inventory and production reports.
5. Knowledge of regulations, procedures, and policies related to records maintenance and documentation and ability to screen shipping and receiving documents for discrepancies.
6. Knowledge of safety regulations, practices, and procedures.
7. Skill in the use of automated material processing equipment and systems to include fork lifts.
8. Ability to interpret and apply instructions pertaining to material handling.
9. Ability to maintain tools, equipment, and work area in a neat, clean, and orderly manner.

IV. CLASSIFICATION FACTORS

Factor 1. Knowledge

1. -- In-depth knowledge of the overall warehousing plan. As senior worker,

often works independently with assigned functional responsibilities for a major commodity segment or equipment group in a large warehouse or serves as primary materials handler in a small warehouse.

-- In-depth knowledge of documentation requirements.

-- Ability to prepare inventory and production reports, screen and identify shipping and receiving documents for discrepancies, and direct shipments to shipping or storage areas.

-- In-depth knowledge of warehouse plans, methods, procedures, and material handling techniques in storing items providing for easy retrieval, convenience in handling, protection from damage, and ease of movement.

-- Thorough knowledge of physical distribution functions of a warehouse such as material receiving, storage, issuing, and preservation.

-- Ability to lay out storage space and establish item and material locations in accordance with agency regulations and to determine sequences for loading incoming shipments for maximum space utilization, safety considerations, and damage protection.

-- Knowledge of central locator or other operations that maintain stock inventory and location information in order to determine whether or not items are available and their locations, and to track down and obtain items from elsewhere in the local supply system when shipments or issues are short. Knowledge of inventory procedures to determine balance on hand and reasons for overages, shortages, or misplacement of items.

-- Ability to prepare production reports, check records, screen issue documents, and find missing data.

-- Knowledge of automated and/or mechanized systems sufficient to instruct lower graded employees.

-- Ability to use automated equipment such as computer terminals, optical readers, bar code wands, scanners, etc. to enter and extract data.

-- Skill in using hand tools, hand trucks, and mechanized equipment.

-- Ability to operate large material moving equipment and vehicles inside the warehouse and fork lifts in confined places over wood, concrete, or similar type floors.

Factor 2. Responsibility

Employee is assigned the full range of warehouse functions for a major segment of a large warehouse or serves as the principal materials handler in a small warehouse. Assignments include receiving, locating, storing, shipping, and re-warehousing materials, commodities, or equipment in accordance with established procedures and operating requirements. Works with a high degree of independence. Plans work by sequences, steps, procedures, and techniques for accomplishing operations. Performs operations from start to completion

with little or no instruction. Guides and instructs lower level employees in performance of segments of operations and/or specific supporting tasks, and in established procedures. Makes determinations as to placement, unloading, timing, and general movement of materials within assigned areas. Employee must comply with all safety, environmental, and security requirements. Work is reviewed for results achieved, i.e., how well schedules and priorities are met, accuracy of stock balances found during inventories, and whether the storage area is kept within the general warehousing plan, and customer satisfaction.

Factor 3. Physical Effort

Works on hard surfaces and in work areas that require standing, stooping, bending, and working in tiring and uncomfortable positions. May lift and carry weights up to 40 pounds. May handle heavier items with weight lifting equipment or with assistance from other workers.

Factor 4. Working Conditions

Work is done inside and outside in areas that may be hot, damp, cold, drafty, or poorly lighted. Employee is regularly exposed to the possibility of cuts, scrapes, and bruises, falls from ladders, falling material, or injury from equipment. May be exposed to dust, dirt, grease, solvents, and high noise areas while working in a mechanized work area, or radiation, toxins, explosives hazards, or chemical fumes while working in a hazardous materials area. May be required to wear protective clothing such as hard hats, steel toed shoes, rubber gloves, masks, and rubber aprons.

V. CLASSIFICATION SUMMARY

In this position:

- Duty A. 14% WG-6907-06 Materials Handler
Responsible for Organizing Receiving Operations
- Duty B. 14% WG-6907-06 Materials Handler
Responsible for Organizing Storage Operations
- Duty C. 14% WG-6907-06 Materials Handler
Performs Tasks
- Duty D. 14% WG-6907-06 Materials Handler
Assists in Accomplishing Inventories
- Duty E. 14% WG-6907-06 Materials Handler
Operates Fork Lift Trucks
- Duty F. 14% WG-6907-06 Materials Handler
Performs Handling Duties
- Duty G. 16% WG-6907-06 Materials Handler
Maintains Documents

OPM Job Grading Standard for Materials Handler, WG-6907, TS-58 dated 9/90.

Remarks: Use of fork lift is to lift loads weighing less than 10,000 pounds as high as 168 inches. Fork lift operating duties equate to WG-05 (Reference Standard WG-5704, TS-3 Nov 68).

Grade: WG-06